

SUPPLEMENTAL JOB DESCRIPTION

Classification: Systems Development Specialist VI Function Code: 8999-003
Position Title: Systems Development Specialist VI Date Established: 12/18/96
Position Number: 14386 Date of Last Amendment: 9/26/08

SCOPE OF WORK: Under the direction of the Information Technology Manager, to act as lead development specialist with respect to application and database design for agency functions; performs programming, analysis, and program design duties to achieve agency objectives by developing and revising systems for computer applications.

ACCOUNTABILITIES:

- Analyzes, designs, and prepares systems change impact assessments for service requests, program/policy changes, audit findings, and system defects.
- Defines systems requirements, operational procedures, and evaluates feasibility of alternative solutions. Analyzes existing business applications which remain critical to the agency operations and recommends upgrade or conversion strategies to current, more appropriate development platforms.
- Follows generally accepted system development life cycle methodologies in planning, writing, implementing, and modifying business application software.
- Designs, creates and documents functional, system, and program specifications for developers.
- Designs, defines, creates, and maintains database file structures and their related online screen navigation paths and methods.
- Develops project plans including resource, time and cost estimates; supports and coordinates tasks with all team members, assuring high quality and efficient delivery of software development work products.
- Maintains in depth, working knowledge of application design for critical, large, and complex agency applications.
- Prepares specifications documentation and maintains application software, assuring compliance with agency standards.
- Coordinates the installation, operation, maintenance, and end user support of the electronic filing and document management applications.

- Develops, designs, programs, and modifies interfaces between applications and client/server and intranet/internet software, relational databases with graphical user interfaces, and applications to be used on the Web by agency stakeholders and staff.
- Performs web site support tasks for backup purposes.

MINIMUM QUALIFICATIONS: See class specification for appropriate minimum qualifications.

License/Certification: Must be eligible to hold a valid New Hampshire driver's license and have access to transportation for use in statewide travel.

SPECIAL QUALIFICATIONS: Experience with Microsoft .NET Framework 3.5 or earlier, ASP.NET, C#, Visual Studio 2005 or earlier, SQL Server 2005 or earlier, Microsoft Access 2002, Delphi, and Websphere.

DISCLAIMER STATEMENT: The supplemental job description lists the essential functions of the position and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURES:

I have reviewed the content of this supplemental job description with my supervisor.

Employee's Signature

Date Reviewed

Supervisor's Name and Title: Janice Schultz, Information Technology Manager III, Position #19600

I have discussed the work responsibilities outlined by this supplemental job description with the above employee.

Supervisor's Signature

Date Reviewed

Division of Personnel

Date Approved